

REPUBLIC OF THE PHILIPPINES

BC-DCS Form No. 1

(POSITION DESCRIPTION FORM)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

WISAYAS STATE COLLEGE OF AGRICULTURE

4. DEPT./BRANCH/DIVISION

Dept. of Agronomy & Soils Science

6a. PRES. APPROP. : 6b. PRES. APPROP.
ACT/EO Blg. 87 : ACT/BP Blg. 879
BOARD RES. : BOARD RES.
ORD. NO. : ORD. NO.
ITEM NO. Lump Sum : ITEM NO. Lump Sum

8. OFFICIAL DESIGNATION OF POSITION

Instructor

0. MARCO CLASSIFICATION OF THIS POSITION

1. NAME OF EMPLOYEE

RATILLA

BERTA

C.

(Family Name) (Given Name) (Middle Name)

3. BUREAU OR OFFICE

5. WORK STATION/PLACE OF WORK

Baybay, Leyte

7a. SALARY P.A. : 7b. OTHER COMPENSATION

AUTHORIZED

ACTUAL

₱26,137.20

COLA

9. WORKING PROPOSED TITLE

Instructor

11. OCCUPATION GROUP TITLE

(Leave blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS

MUNICIPALITY ☐

CITY ☐

PROVINCE ☐

1st	2nd	3rd	4th	5th	6th

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of: DUTIES

Working :

Time :

80%

10%

5%

5%

1. Handles lecture and laboratory classes in agronomy;

2. Conducts PCARRD/VisCA funded researches;

3. Conducts extension work of the department;

4. Performs other functions which may be assigned by the Dept. Head.

14. POSITION TITLE OF IMMEDIATE SUPERVISOR : 15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, Dept. of Agronomy & Soils : Director of Instruction
16. NAMES, TITLES and ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. None

18. CONTACTS : technical references, etc. : 19. WORKING CONDITION

	Occasional	Frequent		Normal Working Condition	
General Public	: : : x :	: : : :	:	Field Work	: : : x :
Other Agencies	: : : x :	: : : :	:	Field Trips	: : : :
Supervisors	: : : :	: : : x :	:	Exposed to varied Weather	: : : :
Management	: : : :	: : : x :	:	Others (Specify)	: : : :
Others (Specify)	: : : :	: : : x :	:		

20. I CERTIFY that the above answers are accurate and complete.

April 6, 1988
Date

Berta C. Ratilla
Signature of Employee

21. Describe briefly the general function of the Unit or Section.

To provide instruction, research and extension services.

22. Describe briefly the general function of the position.

To handle lecture and lab classes in agronomy.

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).

Education: BS degree with specific area of specialization
Experience: plus other requirements per QS of the College

23b. Licenses or certificates required to do this work, if any.

None

24. I hereby certify that the above answers are accurate and complete.

Date

Rodolfo G. Escalada -Dept. Head
Signature and Title of Immediate Supervisor

25. APPROVED:

Date

Vicente A. Quiton
VP for Academic Affairs
Head of Agency